

Message Text

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R 070509Z MAR 75
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AMEMBASSY ABU DHABI
AMEMBASSY ALGIERS
AMEMBASSY AMMAN
AMEMBASSY BEIRUT
AMEMBASSY CAIRO
AMEMBASSY DAMASCUS
AMEMBASSY DOHA
AKEMBASSY JIDDA 2386
AMEMBASSY KUWAIT
AMEMBASSY MANAMA
AMEMBASSY MUSCAT
AMEMBASSY RABAT
AMEMBASSY TEL AVIV
AMEMBASSY TRIPOLI
AMEMBASSY TUNIS
USINT BAGHDAD

UNCLAS TEHRAN 2187

E.O. 11652: N/A

TAGS: BTRA, IR

SUBJ: CHECKLIST FOR AMERICAN BUSINESS VISITORS: MIDDLE EAST AND
NORTH AFRICA

REF: A. STATE A-855 B. TEHRAN 9810 (NOTAL) C. TEHRAN A-013 9*
1/15/75 (NOTAL)

1. SUMMARY: EMBASSY TEHRAN'S COMPREHENSIVE COMMENTS ON BUSINESS
VISITORS WERE OFFERED IN REF B AND A FOLLOW-UP AIRGRAM (REF C).
ALTHOUGH THE TEXT OF THE AIRGRAM WAS GEARED TOWARD TRADE MISSIONS,
ITS COMMENTS, AS WELL AS THE SUBSTANCE OF REF B, GENERALLY APPLY
TO INDIVIDUAL BUSINESS VISITORS AS WELL. PART I OF THE CHECKLIST
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TRANSMITTED IN REF A COVERS THE MAIN POINTS OF INTEREST FOR

TEHRAN. BRIEFLY REITERATED AND AMPLIFIED BELOW ARE THOSE POINTS WITH PARTICULAR APPLICATION HERE. END SUMMARY.

2. BUSINESS VISITORS SHOULD OBTAIN RELEVANT INFORMATION FROM THE DEPARTMENTS OF STATE AND COMMERCE PRIOR TO DEPARTURE FROM THE US, INCLUDING INITIATING ACTION WITH COMMERCE TO OBTAIN AGENCY REPRESENTATION HERE (IF DESIRED). IN THE CASE OF REPRESENTATIVES OF US COMPANIES RESIDENT IN EUROPE, USDOC SHOULD ENCOURAGE THE PARENT COMPANY OFFICES TO PROVIDE COMMERCE PUBLICATIONS TO THEIR FOREIGN SALES OFFICES. FYI: (AN EXTRAORDINARILY HIGH PERCENTAGE OF VISITORS HAVE NOT ACQUIRED BASIC INFORMATION PRIOR TO ARRIVAL IN IRAN WHICH SUGGESTS THAT PERHAPS USDOC FIELD OFFICES NEED TO UNDERTAKE A MORE VIGOROUS PUBLIC RELATIONS PROGRAM).

3. SERIOUS BUSINESS VISITORS SHOULD ALLOW A MINIMUM OF FIVE WORKING DAYS IN TEHRAN, GIVEN DIFFICULTIES IN MAKING APPOINTMENTS AND IN GETTING AROUND THE CITY (ESPECIALLY IF THEY HAVE NO PREVIOUS CONTACTS).

4. BUSINESS VISITORS SHOULD CONSIDER BEGINNING THEIR TOURS OF THE AREA IN TEHRAN. EXPERIENCE SHOWS THAT VISITORS ARRIVE IN TEHRAN AFTER TWO-THREE GRUELING WEEKS ELSEWHERE IN THE AREA. IN ADDITION TO FATIGUE, THEY HAVE GAINED AN IMPRESSION OF DOING BUSINESS IN THE "MIDDLE EAST" WHICH IS NOT NECESSARILY APPLICABLE TO A COUNTRY WITH A MUCH LARGER POPULATION AND A COMPLEX AND SOMEWHAT DIFFERENTLY ORGANIZED GOVERNMENT AND BUSINESS STRUCTURE THAN ITS NEIGHBORS.

5. VISITORS SHOULD BRIEF THEMSELVES ON THE LOCAL HOLIDAY SCHEDULE, NOTING THAT THE LOCAL WORK WEEK IS SATURDAY-WEDNESDAY (THE EMBASSY'S WORK WEEK IS SUNDAY-THURSDAY). VISITORS SHOULD ALSO NOTE THAT IT IS INADVISABLE TO SCHEDULE STOPS IN IRAN DURING THE LAST THREE WEEKS OF MARCH (NOW-RUZ, IRANIAN NEW YEAR) AS MOST GOVERNMENT OFFICIALS AND PRIVATE SECTOR BUSINESSMEN WILL NOT BE AVAILABLE FOR APPOINTMENTS.

6. THE SHORTAGE OF ALL TYPES OF HOTEL ACCOMMODATIONS IN TEHRAN IS CRITICAL. VISITORS NEED TO BOOK ROOMS AS FAR IN ADVANCE AS POSSIBLE (THREE-SIX MONTHS FOR DELUXE CLASS HOTELS) AND RECONFIRM REPEATEDLY PRIOR TO ARRIVAL. EVEN THEN, RESERVATIONS MAY NOT ALWAYS

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BE HONORED.

7. VISITORS SHOULD SEEK OUT THE MOST USEFUL GOVERNMENT AND PRIVATE SECTOR EXECUTIVES FOR THEIR PURPOSES. EXPECTING INVARIABLY TO SEE VERY HIGH RANKING PEOPLE IS NOT FEASIBLE, REALISTIC NOR NECESSARY. HELMS

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